

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

VETERANS EMPLOYMENT REPRESENTATIVE I - 47701 Monthly Salary Range: \$2774 - \$3960

Option 1 - Qualified Veteran

Option S1 - Spanish Speaking/Qualified Veteran

Option P1 – Slavic (Polish) Speaking/Qualified Veteran

Option 2 - Qualified Service-Connected Disabled Veteran

Option S2 - Spanish Speaking/Qualified Service-Connected Disabled Veteran

Option P2 – Slavic (Polish) Speaking/ Qualified Service-Connected Disabled Veteran

A separate application is required for options 1 and 2; however, the Spanish Speaking or Slavic (Polish) Speaking Option may be added to these applications.

General duties: A Veterans Employment Representative I functions primarily as a Disabled Veteran's Outreach Program Specialist, providing concentrated employment services in order to enhance the employability of disabled veterans; performs professional level duties in the areas of veterans' outreach and registration, work history assessment, vocational guidance, employment planning, employability services, referral and job placement; contacts potential employers and community organizations to develop employment, training and vocational enhancement opportunities.

Minimum training and experience: Completion of four years of college with courses in social or behavioral sciences, business administration or marketing; or any equivalent combination of training and experience.

Minimum requirement: Requires other than dishonorable discharge from the Armed Services of the United States, with preference given to qualified disabled veterans and other qualified veterans, in that order.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

7-16-99, (RC-062-14) Salary 1-1-06, 7-16-99 Options/Quals, Counties Updated 3-25-02,
Option PO added 10-25-04

Knowledges tested: Veteran Employment; Interview Techniques; Employment Interviewing; Written Communication; Reading Comprehension; Job Development and Placement.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Option SS- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option PO – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Champaign, Coles, Cook (SS) (PO), De Kalb (SS), DuPage, Effingham, Jackson, Jefferson, Kane, Kankakee, Knox, Lake, La Salle, Macon, Madison, Marion, McHenry, McLean, Montgomery, Morgan, Peoria, Rock Island, St. Clair, Sangamon, Stephenson, Tazewell, Vermilion, Whiteside, Will, Williamson, Winnebago.

(SS) Indicates Spanish Speaking Option is also established in that county.

(PO) Indicates Slavic (Polish) Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.